
PUBLISHER AND OUTLOOK

SPRING 2009



WHAT IS PUBLISHER?

- It is the business publishing and marketing materials software.
- It helps you create, design, and publish professional marketing and communication materials.
- Users can create materials for print, e-mail, and the Web using the same familiar user interface in other programs in the Microsoft Office System.
- Some of its features are:
 - Expanded selection of publication designs and publication types to help users create polished, professional-looking publications for print, Web, and e-mail distribution.
 - Enhanced layout and graphics features to give users better control over how they design their publications.
 - Mail and Catalog Merge Wizard allows users to use information that is stored in a data source, such as a spreadsheet, table, or database, to create a wide range of publications.

WHAT IS PUBLISHER? (CONT.)

- Web Site builder creates professional-looking Web sites that are customized for the user needs.
 - Publisher provides new and enhanced features for creating, editing, publishing, and updating Web sites.
- Designs for publications that users can send as e-mail messages.
 - Users can create and send a wide variety of attractive, high-impact publications in e-mail.
- Improved commercial printing features to make it easier for users to get professional output of their publications.
- Enhances the publisher workspace by allowing users to complete common tasks such as re-arranging pages, finding and replacing text, and enhanced zooming.

CREATING A NEW PUBLICATION

- It is done easily through the use of publication designs.
- A publication design gives users the structure for creating brochures, calendars, etc.
- To create a publication you must:
 - Publication type
 - Design
 - Enter graphics and text
 - Customize it

CREATING A NEW PUBLICATION (CONT.)

- Follow these steps:
 1. Click the **New** option on the **File** menu.
 - It gives you several options for publications:
 - Publications for Print
 - Websites and E-mail
 - Design Sets
 - Blank Publications
 2. Click **Publications for Print**.
 - It shows different types of the publications.
 3. Click on **Brochures**.
 - It will displays different varieties of brochures.
 4. Click on the desired sub type of brochure.
 - This will display the outer section of the publication.

PUB: PRACTICE #1

1. Create a brochure advertising your subject using the **Edge Informational Brochure** style.
2. Fill out the primary business information for your school including school name, phone number, address, fax number, and e-mail address. You can use fictitious names, addresses and numbers.

CREATING A NEW PUBLICATION

5. In the **Page Size** section, select the desired page size.
 - The number of panels depends on the publication and subtype selected.
 - The page size will be adjusted according to the number of panels selected.
6. In the **Customer Address** section, decide whether or not to include the customer address.
 - Regardless, the business address will be displayed.
7. Fill out in the **outer** panels the suggested and required text information.
8. In the **Form** section, select whether the inner section of the brochure will contain forms to be filled out, or if they will be merely informational.
9. Fill out in the **inner** panels the suggested and required text information.

PUB: PRACTICE #2

1. Select the page size of 3 panels.
 2. Enter the following:
 - Benefits of your subject (its usefulness in real life). It should be in the **Main Inside Heading section**.
 - Main topics to be covered during the semester with their importance (reasons why students require that knowledge). It should be in the **Secondary Heading section**.
 - Number of hours per week, office hours, and a brief curriculum of the teacher in the **Back panel Heading section**.
 - In the ***Business Name*** page with the **Product/Service Information** textbox, enter the school name, your subject, any appropriate tagline and the school's phone number (if not previously entered).
 3. Save your publication as **MySubjectBrochure**.
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REDESIGNING A PUBLICATION

- In theory, you can change redesign a publication when you are well along in a project.
 - However, in practice changing these designs can have unforeseen consequences.
 - ❑ For instance, changing to a new color scheme with the current design publication could render the text almost invisible.
 - The following basic changes can be done to redesign a publication:
 - ❑ Using a different publication
 - ❑ Using a different color scheme
 - ❑ Using a different font scheme
 - ❑ Using a different [publication] options
-

REDESIGNING A PUBLICATION (CONT.)

■ ***Choosing a different design***

- Refers to the way all the elements in a publication are put together.
 1. Click on **Publication Designs** on the task pane or find it on the **Format** menu.
 - It gives you several designs to select from.
 2. Click on the desired design.

■ ***Choosing a color scheme***

- Refers to the general way all the your desired colors are distributed in the publication.
 1. Click on **Color Schemes** on the task pane or find it on the **Format** menu.
 - It gives you several color schemes to choose from.
 2. Click on the desired color scheme.

ZOOMING IN AND ZOOMING OUT

- ***Zooming in***

- Click the zoom in button located in the standard toolbar



- ***Zooming out***

- Click the zoom out button located in the standard toolbar.



PAGE NAVIGATION

- When the publication has several pages there are two ways to move from page to page:
 1. Click on a page tab located in the status bar (bottom of the screen).
 2. Click on **Go to Page** located in the **Edit** menu.
 - Type the page number to go to.

USING LAYOUT GUIDES

- There are several guides that can help users line up frames, graphics and lines of text.
 - *Margin guides:*
 - Blue lines that show where page margins begin and end.
 1. Click on the **View** menu.
 2. Click on **Boundaries and Guides**.
 - This toggles on/off the margin guides.
 - *Baseline guides:*
 - Horizontal lines to help users aligning frames and objects.
 1. Click on the **View** menu.
 2. Click on **Baseline Guides**.
 - This toggles on/off the baseline guides.

USING LAYOUT GUIDES (CONT.)

- *Ruler Guides:*

- It can also help line up frames and objects and can be placed anywhere on the page.
 1. Click on the **View** menu.
 2. Click on **Rulers**.
 - This toggles on/off the ruler guides.

FITTING TEXT IN TEXT FRAMES

- One of the biggest challenges in a publication is making text fit in text frames.
- For example, what happens if a headline inside a text box is too long to fit?
- Some possible alternatives are:
 - *Shrink the text automatically*
 - Click **Format**.
 - Click **AutoFit Text**
 - Click **Shrink Text on Overflow**.

FITTING TEXT IN TEXT FRAMES (CONT.)

□ *Resizing a Frame*

- Click on the desired frame.
- Click and drag any of the white circles from the corners. This allows proportionate resizing.
- Clicking on the left or right circles, resizes the frame horizontally. Clicking on the top or the bottom, circles resizes the frame vertically.

□ *Moving a Frame*

- Click on the desired frame.
- Move the mouse pointer over any of the borders of the frame until the pointer changes to four arrows.
- Click and drag the frame to a new location.

FITTING TEXT IN TEXT FRAMES (CONT.)

- ❑ *Resizing the Text Frame Margins*
 - These margins prevent the text from getting too close to the text frame's border.
 - Right-click the text frame and click **Format Text Box**.
 - Click the **Text Box** tab.
 - Change the size of the margins appropriately.
- ❑ *Making text jump from frame to frame*
 - Select the text frame with overflowing text.
 - Click the **Create Text Box Link** button on the **Connect Text Boxes** toolbar.
 - Move the pointer over the box that you want the text to flow into.
 - Click in the target text box to make the text flow there. The text box must be empty for this technique to work.

FITTING TEXT IN TEXT FRAMES (CONT.)

- However, if there is little text to fit in a big frame, the following can be done besides editing the text:
 - *Choosing Best Fit*
 - Click **Format**.
 - Click **AutoFit Text**
 - Click **Best Fit**.
 - *Inserting Design Gallery Object*
 - Go to the location where to place the object.
 - Click **Insert**.
 - Click **Design Gallery Object**
 - Select the desired object
 - Click the **Insert Object** button.

PUB: PRACTICE #3

1. For the pages that have the **Main Inside Heading** and **Secondary Heading** sections that experience text overflow, set the text to automatically shrink in that situation.
 2. In the **Back panel heading section**, move the picture frame so that its top border is at vertical position of 6.5.
 3. Resize the textbox below the back panel heading textbox, so that its bottom border is at vertical position of 6.0.
 4. Change the background color of the previous textbox to a different color while it's maintaining readability.
 5. Try and increase the left text margins for the **Product/Service** textbox and observe if the change in appearance is useful for your brochure.
 6. If there are any frames that have little text, make the text to have a best fit with its frame automatically.
 7. Re-Save your publication.
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WRAPPING TEXT AROUND FRAMES OR GRAPHICS

- This can improve the layout of your publication.
- The text wrapping can follow the contours of a picture/frame or run flush with the picture's frame.
 - ❑ Select the item that the text is to wrap around.
 - ❑ Display the picture toolbar.
 - ❑ Click the **Text Wrapping** button
 - ❑ Choose a wrapping option on the drop-down list.

REPLACING THE PLACEHOLDER GRAPHICS

- Publication designs contain generic clip art images and graphics.
- Generic graphics can be replaced (just as text) with your own.
 - ❑ Right-click the generic picture. A pop-up menu appears.
 - ❑ Click on **Change Picture**.
 - ❑ On the submenu, choose what kind of picture to import (Clip Art, From File, or Scanner).

PUB: PRACTICE #4

1. Change the text wrapping for all the pictures on the inside of the brochure to **Tight**.
2. Change all the pictures of your brochure with more meaningful pictures (including the logo).
 - You can use pictures from the clip art collection or from the Internet.
3. Resize and move your pictures as you see fit.
4. Re-Save your publication.

INSERTING AND DELETING FRAMES ON PAGES

- Remember that publications are made of frames used in text, graphics, tables, Word Art, etc.
- To insert a new frame:
 - Select the desired type of frame (Text Box, Table, Picture, Word Art, etc) by clicking one of them in the objects toolbar*.
 - Go to the area on the publication where it needs to be placed.
 - Click and drag the mouse to set a size to the frame (except for WordArt, Picture, and Design Gallery Objects).
 - For these exceptions, click on these options and just follow the instructions.
 - Release the mouse button and follow the instructions.
- To delete a frame:
 - Click the desired frame.
 - Press the **Delete** key (keyboard).

MAKING FRAMES OVERLAP

- Overlapping frames can create interesting effects (i.e. part of a picture can be in front of another picture).
- There are three options to try out when overlapping frames.
 - Sometimes only one of these options will be required.
 - Other times, more than one combination will be required to achieve the desired effect.
- The options are:
 - *Text Wrapping:*
 - It must be turned off for any frame to overlap.
 - Turn it off by choosing **None** under the **Layout** tab of the **Format [Object]** option.
 - *Object and Frame order.*
 - Tells Publisher which object goes on top of the other.
 - Right-click on the object, click **Order**, and then choose options such as **Bring to Front** or **Send to Back**.
 - *Fill Color:*
 - Sometimes the fill colors from objects at the top can obscure other objects.
 - Remove an object's fill color by selecting it and then selecting **No Fill** in the Fill color button (Formatting toolbar)

INSERTING, REMOVING AND MOVING PAGES

■ *Inserting New Page:*

- ❑ Click a page navigation button to move to the page where you want to insert.
- ❑ Click **Page** on the **Insert** menu. The Insert page dialog box appears.
- ❑ Enter the number of pages to be inserted.
- ❑ Decide whether the new pages will be placed before or after the current page.
- ❑ Decide what to put in the new page and click **OK**.

■ *Removing a Page:*

- ❑ Go to the page to be deleted.
- ❑ Click **Delete** on the **Edit** menu.

■ *Moving a Page:*

- ❑ Go to the page that needs to be moved.
 - ❑ Click **Move Page** on the **Edit** menu. The Move Page dialog box appears.
 - ❑ Give instructions for moving the page and click **OK**.
-

PUB: PRACTICE #5

1. Insert a new picture frame in the ***Business Name page*** with the **Organization Logo**. The picture must be a photo of a school.
2. In the ***Back panel heading section***, insert a new picture that represents the school teacher's photo, in the area where the teacher's information is located.
3. Make any necessary adjustments to the previous picture.
4. In the ***Back panel heading section***, remove the picture that is at the bottom of the page.
5. Re-save your publication.

HORIZONTAL RULES

- It is a line that divides one part of a page from another and directs the reader's eye on the page.
 - It can be used in a frame, or to separate paragraphs.
 - To use it in frames:
 1. Right-Click the desired frame and click **Format** [Object], where object can be a text box, picture, etc.
 2. Click on the **Color and Lines** tab. The background task pane opens.
-

HORIZONTAL RULES

3. In the **Preview** box, click the top of the box to draw a rule above the frame or the bottom of the box to draw the rule below.
4. On the **Color** menu, choose a line color for the horizontal rule.
5. On the **Style** menu, choose the kind of line you want.
6. Click **OK** when done.

HORIZONTAL RULES

- To draw a rule to separate paragraphs:
 1. Click in the paragraph, click **Format** and then click **Horizontal Rule**. You see the Horizontal rules dialog box.
 2. Select the **Rule before Paragraph** or **Rule after Paragraph** check box, or both check boxes if you want to draw two horizontal lines.
 3. Choose options to describe the thickness, color, and style of the desired line.
 4. Click **OK** when done.

DROP CAPS

- A drop cap is a large capital letter that drops into the text usually found in the first paragraph of an article.
- Follow these steps:
 1. Click the paragraph that is to receive the drop cap.
 2. Click **Format** and then click **Drop Cap**. The Drop Cap dialog box appears.
 3. Select the desired drop cap style.
 4. Click **OK** when done.

BACKGROUNDS FOR PAGES

- Place colors or gray-shade background on the page.
- Make sure to choose a light color or gray shade that makes good contrast with the text to maintain readability.
 - ❑ Click the **Format** menu.
 - ❑ Click on **Background**. The background task pane opens.
 - ❑ Click on a background and/or tint. It applies the background to the current page.

MASTER PAGE FOR PAGE BACKGROUNDS

- The master page contains the design and layout elements that you want to repeat on multiple pages in a publication.
- Using master pages for these common elements gives your publication a more consistent appearance.
- It also lets you create and update these elements in one place, rather than changing them on each publication page (company logo).
- Follow these steps:
 - Click the **View** menu.
 - Click on **Master Page**. The Apply Master Page task pane is activated.
 - Insert any new frames or change any page settings.
- If a background object on the master page interferes with your publication for a specific page:
 - Click **View** menu and then click **Ignore Master Page**.

RUNNING THE DESIGN CHECKER

- The Design Checker will list all of the design problems that are detected in your publication, such as design elements that are partially off the page, overflow text in a story, or a picture that is scaled disproportionately.
 - In some cases, you will have the option of choosing an automatic fix for these problems.
 - In other cases, you will have to fix the problem manually.
 - Follow these steps:
 - ❑ Click the **Tools** menu.
 - ❑ Click on **Design Checker**. The Design Checker task pane is activated. It displays the list of items that need your attention.
 - ❑ Fix the problems as you see fit.
-

COMMERCIALLY PRINTING A PUBLICATION

- Sending a publication to a commercial printer is different from clicking File and Print.
 - Commercial printers either print with process colors (CMYK) or spot colors.
 - Process colors are made by mixing Cyan, Magenta, Yellow, and Black to make colors.
 - Spot colors are premixed before printing begins.
 - Before sending your publication to a commercial printer, find out which color system that printer prefers.
 - Follow these steps to convert the colors in your publication to the color system that the commercial printer prefers:
 - Click the **Tools** menu.
 - Point to **Commercial Printing Tools**.
 - Click on **Color Printing**. The Color Printing dialog box appears.
 - Select the option that suits best the commercial printer.
-

CONVERTING A PUBLICATION INTO A WEB PUBLICATION

- You can convert a print publication to a Web publication, and vice versa.
 - Follow these steps:
 - Open the print publication you want to convert to a Web publication.
 - On the **File** menu, click **Convert to Web Publication**.
 - Follow the instructions in the Convert to Web Publication Wizard.
 - Add a navigation bar (optional) to move among the pages.
 - Click Finish.
 - **NOTE:**
 - The dark section of the navigation bar denotes the current page. Lighter sections represent links to other pages. Change the default names accordingly.
 - Move the navigation bar to a location that doesn't interfere with your publication.
-

PUB: PRACTICE #6

1. Change the background of your pages to **Speckles**.
2. Create a miniature frame of your logo picture and place it on the top of each section of the master page.
3. Run the Design Checker and fix any problems as you see fit.
4. In the ***Back panel heading section***, remove the picture that is at the bottom of the page.
5. Save your publication as **Web Brochure**.
6. Convert your brochure to a Web Publication with a navigation bar that would allow users to move back and forth.

OUTLOOK

- It is a personal information manager from Microsoft, and is part of the Microsoft Office suite.
- Although often used mainly as an e-mail application, it also provides features such as a calendar, task and contact management, note taking, appointments and meetings manager.

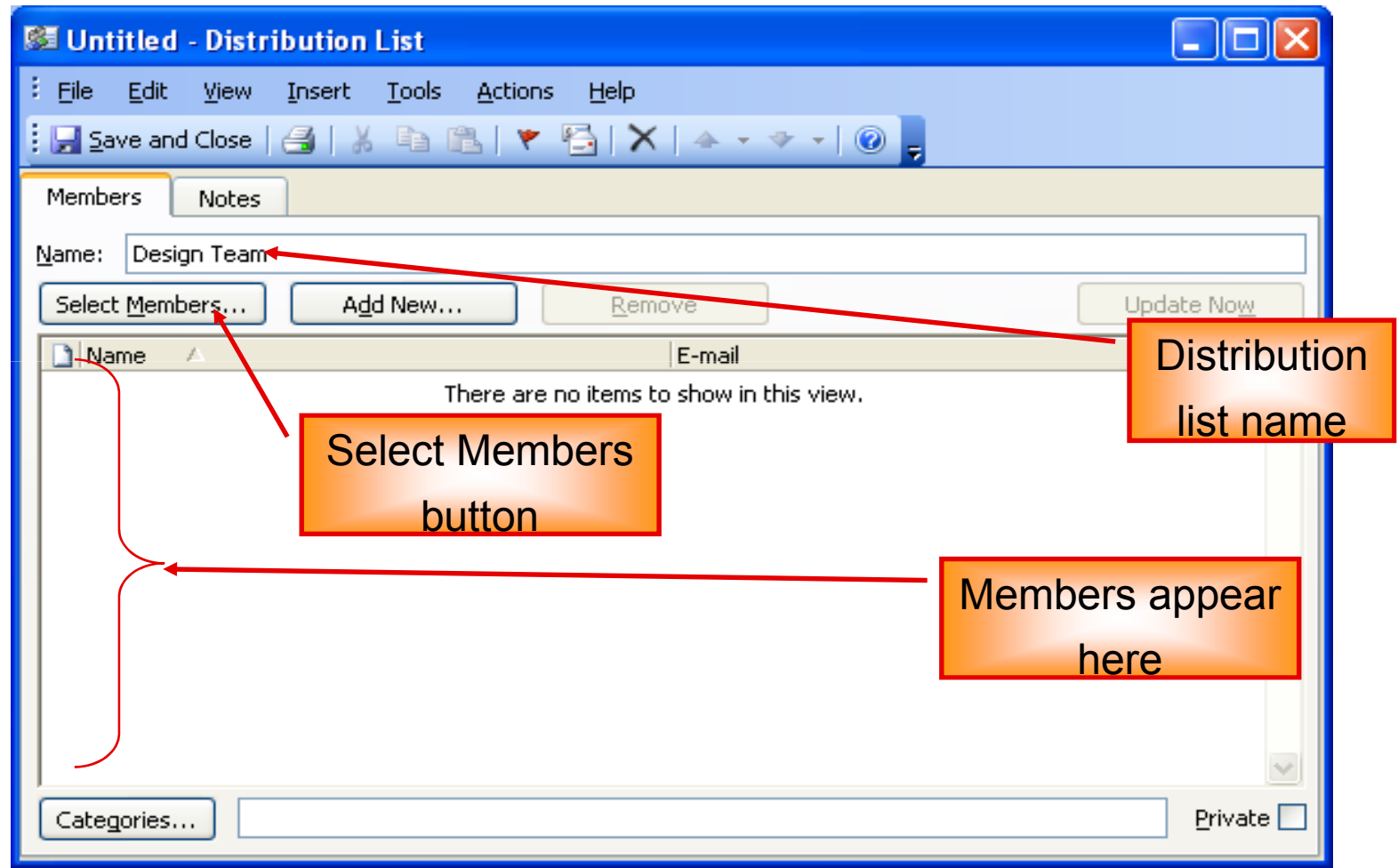
CREATING A DISTRIBUTION LIST

- A **Distribution List** is a collection of contacts to whom you regularly send messages.
 1. Click the **Address Book** button.
 2. Click the **New Entry** button.
 3. Click **New Distribution List**.
 4. Click **OK** to open the Untitled Distribution List window. The Distribution List form appears.
 5. In the **Name** box, type the name for your distribution list.
 6. Click the **Select Members** button. The Select Members dialog box appears.

CREATING A DISTRIBUTION LIST

6. If necessary, click the down arrow to the right of **Show Names from the** box and click **Contacts** in the drop-down list.
7. Select a recipient in the **Name** list.
8. Click the **Members** button to add the recipient to the distribution list.
9. Repeat steps **8-9** as many times as needed.
10. Click **OK** to close the Distribution List form.
11. Click **Save and Close** button to close the Distribution List form.

CREATING A DISTRIBUTION LIST



CREATING A DISTRIBUTION LIST

Current
contacts

Select Members

Type Name or Select from List: Show Names from the:

Name	Display Name	E-mail Address	E-mail Type
Alice Wegman	Alice Wegman (aliceweg...)	alicewegman@yahoo.com	SMTP
Ramon Valdez	Ramon Valdez (rvaldez@...)	rvaldez@course.com	SMTP
Ruth Heller	Ruth Heller (rheller@medi...)	rheller@media-loft.com	SMTP

Add to distribution list:

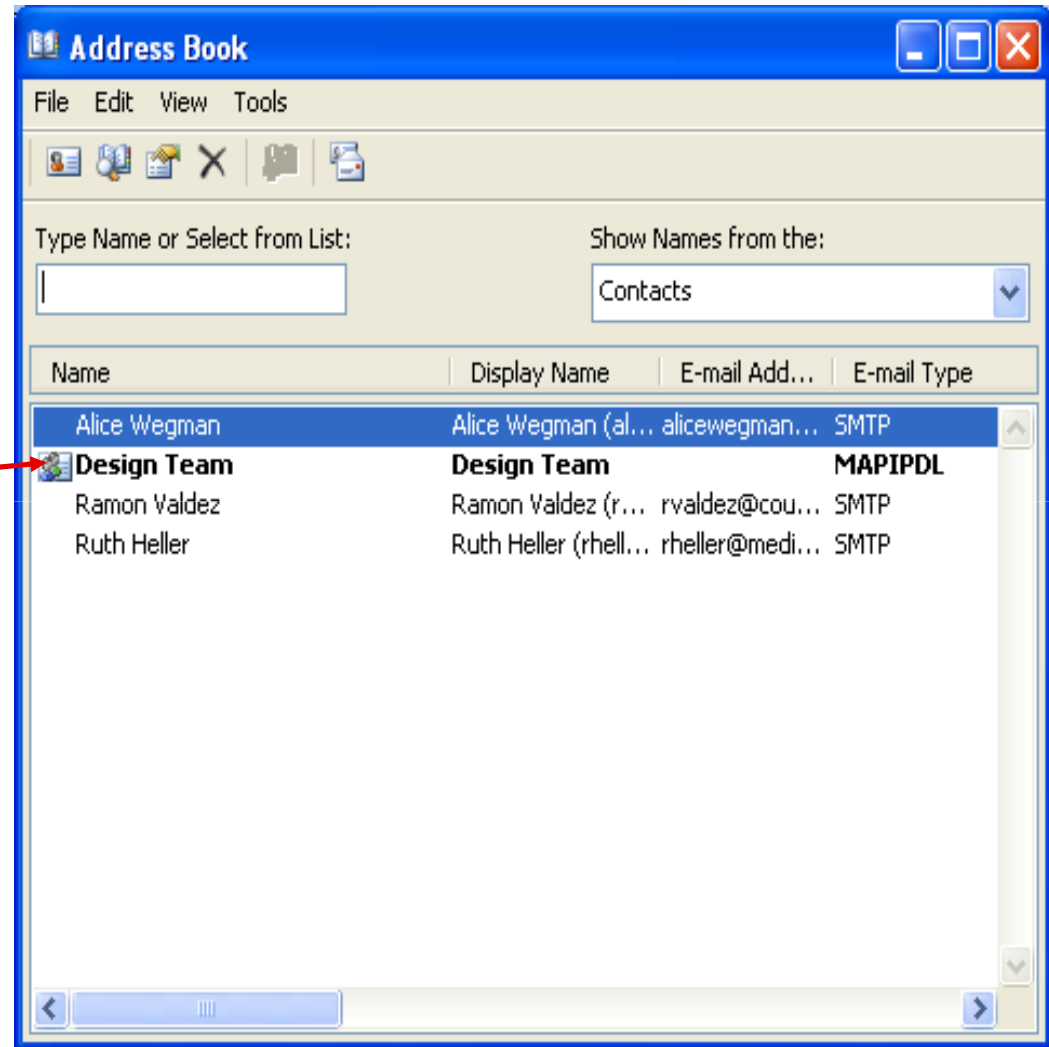
Members ->

Advanced

Click to add contacts
as members

CREATING A DISTRIBUTION LIST

Distribution list



OUT: PRACTICE #1

1. Create a distribution list called **NJIT Teachers Group**.
2. Make yourself and two other people part of the distribution list.
3. Make sure you save the list.

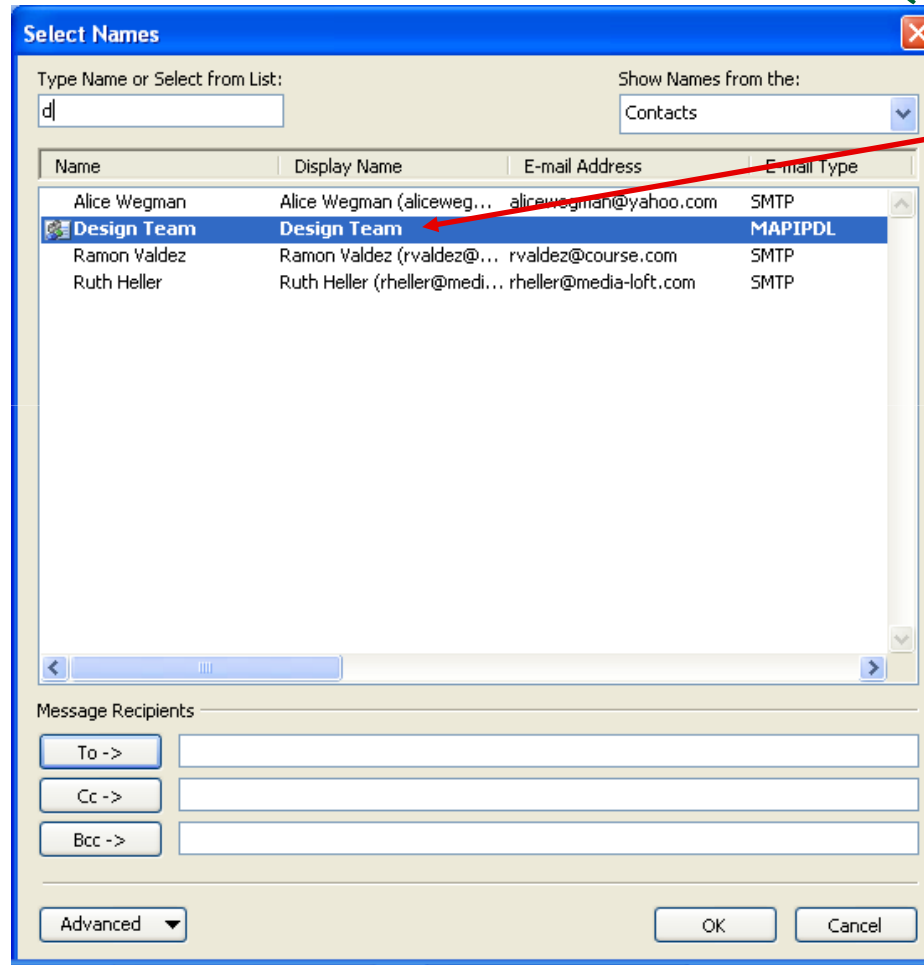
SENDING A MESSAGE TO A DISTRIBUTION LIST

- Distribution lists make it possible to send a message to the same group, without having to select each contact.
 - Add new members to the list.
 - Delete members from the list.
 - If you change information about a contact who is a part of a distribution list...
 - ...the distribution list is updated automatically

SENDING A MESSAGE TO A DISTRIBUTION LIST (CONT.)

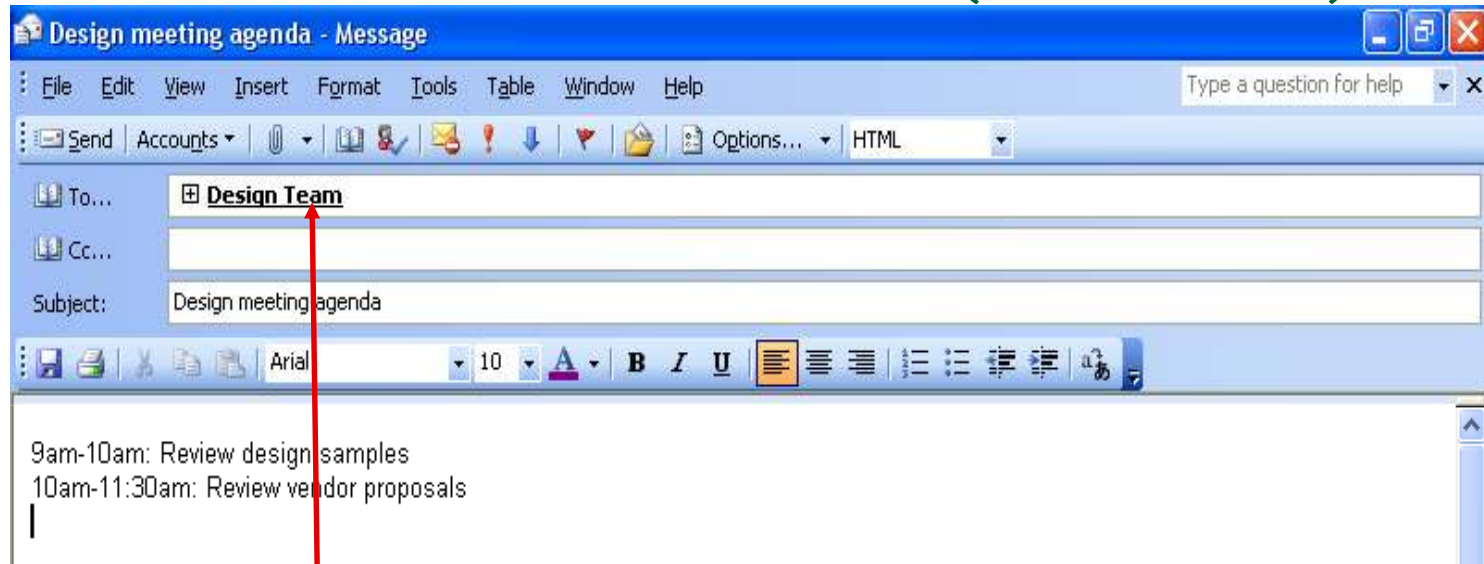
1. On the toolbar, click the **New Mail Message** button. An untitled message appears.
 2. Click the **To** icon to get to your contacts' list.
 3. Select your desired distribution list.
 4. Click the **To->** button.
 5. Proceed with the rest of the steps as you normally would.
 6. Click **Send** when finished.
-

SENDING A MESSAGE TO A DISTRIBUTION LIST (CONT.)



Distribution list

SENDING A MESSAGE TO A DISTRIBUTION LIST (CONT.)



Message is
addressed to the
distribution list

MANAGING YOUR APPOINTMENTS AND TASKS

- The Calendar and Tasks in Outlook provide a way to manage your appointments and tasks.
 - The **Calendar** is the electronic equivalent of your desk calendar.
 - A **Task** is an electronic to-do list is easy to maintain and track its progress.

CREATING TASKS

1. In the **Navigation Pane**, click the **Tasks** button. The contents of the task folder are displayed in the default Simple List view.
2. On the toolbar, click the **New Task** button. The task form appears.
3. In the **Subject** box, type the name of the task.
4. Click the down arrow to the right of the **Due Date** and select the due date.
5. Click the down arrow to the right of the **Start Date** and select the starting date.
6. Click the down arrow to the right of the **Priority** box and select its priority.

CREATING TASKS (CONT.)

7. If **Reminder** is selected, set its date and time.
 8. In the comments area below, you may type more information about the task.
 9. On the toolbar, click the **Recurrence** button. The Task Recurrence dialog box appears.
 10. In the **Recurrence pattern** area, select how often the task should be done.
 11. In the **Range of recurrence** area, select when should the recurrence end (if desired).
 12. Click **OK**.
 13. Click **Save and Close**.
-

OUT: PRACTICE #2

1. Create a task called **Review Math Lesson Plan**
2. Set the due date to be today's date at **1:00pm**
3. Set the start date to be today's date at **10:00pm**
4. Set the reminder to be five minutes before due date.
5. Save your task.

MANAGING TASKS (CONT.)

- As you complete tasks, you will want to remove them from your to-do list or you may receive new tasks.
 1. If you receive a task request, double-click it to open the Task form.
 2. You may either
 - click **Accept** and click **OK** to accept a task.
 - Or click **Decline** and click **OK** to reject a task.
- Assuming that you accept a task
 1. In the Navigation pane, click the **Tasks** button. The content of the Tasks folder are displayed.
 2. Double-click on the desired task. The task form appears.
 3. Click the down arrow to the right of the **Status** box and click **In Progress**.

MANAGING TASKS (CONT.)

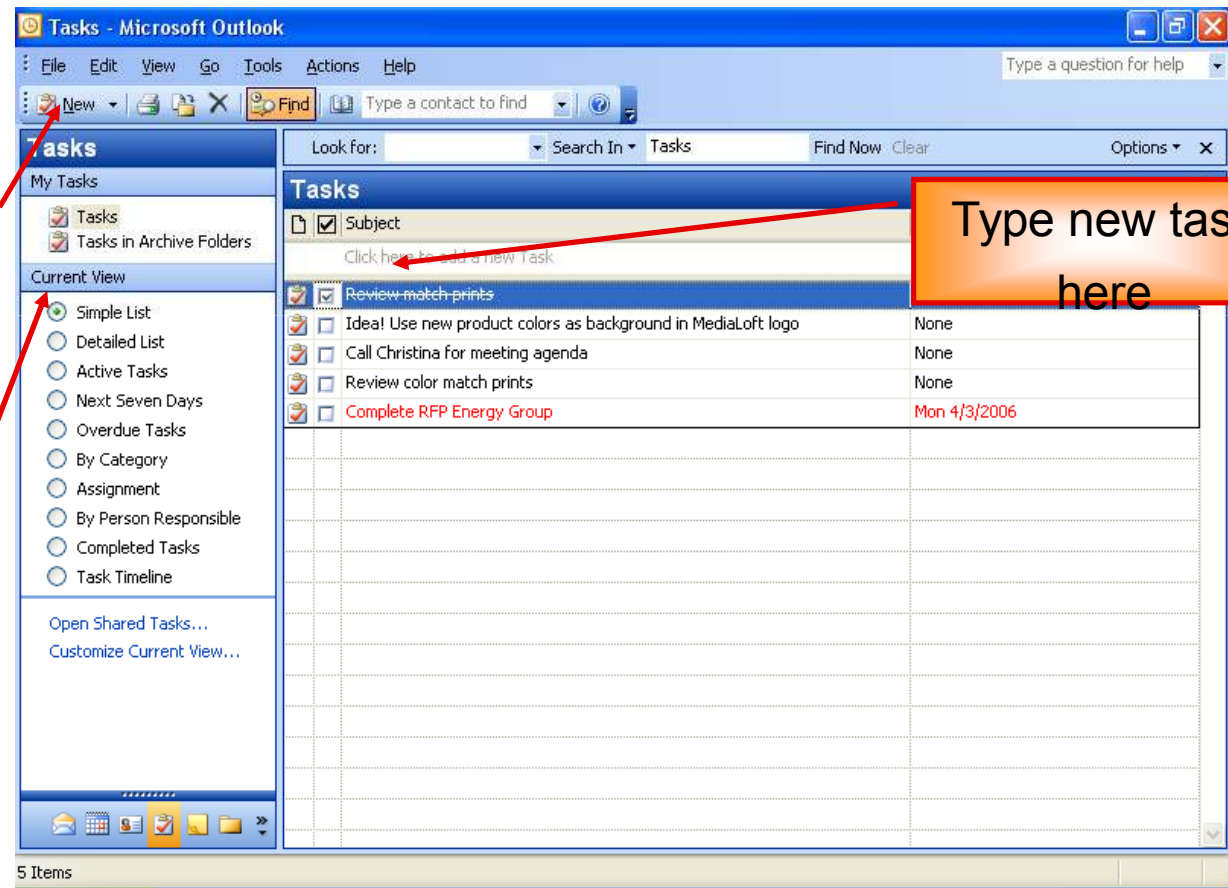
4. Select the contents of the % **Complete** box and type how much of the task has been done.
5. On the toolbar, click the **Send Status Report** button. The message form appears containing the current status of the task.
6. You can proceed to type an e-mail to whomever you want to give a progress report about the task.
7. Click **Send** and **Save and Close**.
8. When the task is complete, double-click your task and on the toolbar, click the **Mark Complete** button. The task form closes and status report is automatically sent to the task requester.
9. Go back to the completed task and click the **Details** tab.
10. Fill out the **Date Completed** and the **Actual work** box.
11. Click **Save and Close**.

MANAGING YOUR APPOINTMENTS AND TASKS (CONT.)

New Task
button

Current view
options

Type new task
here



OUT: PRACTICE #3

1. Send to a person next to you, a task request.
2. Accept the task request.
3. Set the percentage completed to **20%**.
4. Send a status report about the task.

USING CATEGORIES

- A **category** is a keyword or phrase used to tag items such as contacts, appointments, tasks, and notes.
- Outlook provides a **Master Category List**
 - ❑ Business
 - ❑ Personal
 - ❑ Phone Calls
 - ❑ Hot Contacts
 - ❑ Etc.

USING CATEGORIES (CONT.)

1. Select a message that you want to assign a category to.
2. Right-click the message. A pop-up menu appears.
3. Click **Categories**. The Categories dialog box appears.
4. In the **Item(s) belong to these categories** box, you can enter a new category.
5. Click the **Add to List** button.
6. Click **OK**.

MANAGING YOUR APPOINTMENTS AND MEETINGS

- ❑ An **appointment** is an activity that does not involve inviting other people or scheduling resources.
- ❑ A **meeting** is an activity in which you invite people or reserve resources.
- ❑ An **event** is an activity that lasts 24 hours or longer.
 - You can specify the subject of any activity and its start and end times.
 - Outlook identifies conflicts in scheduled activities

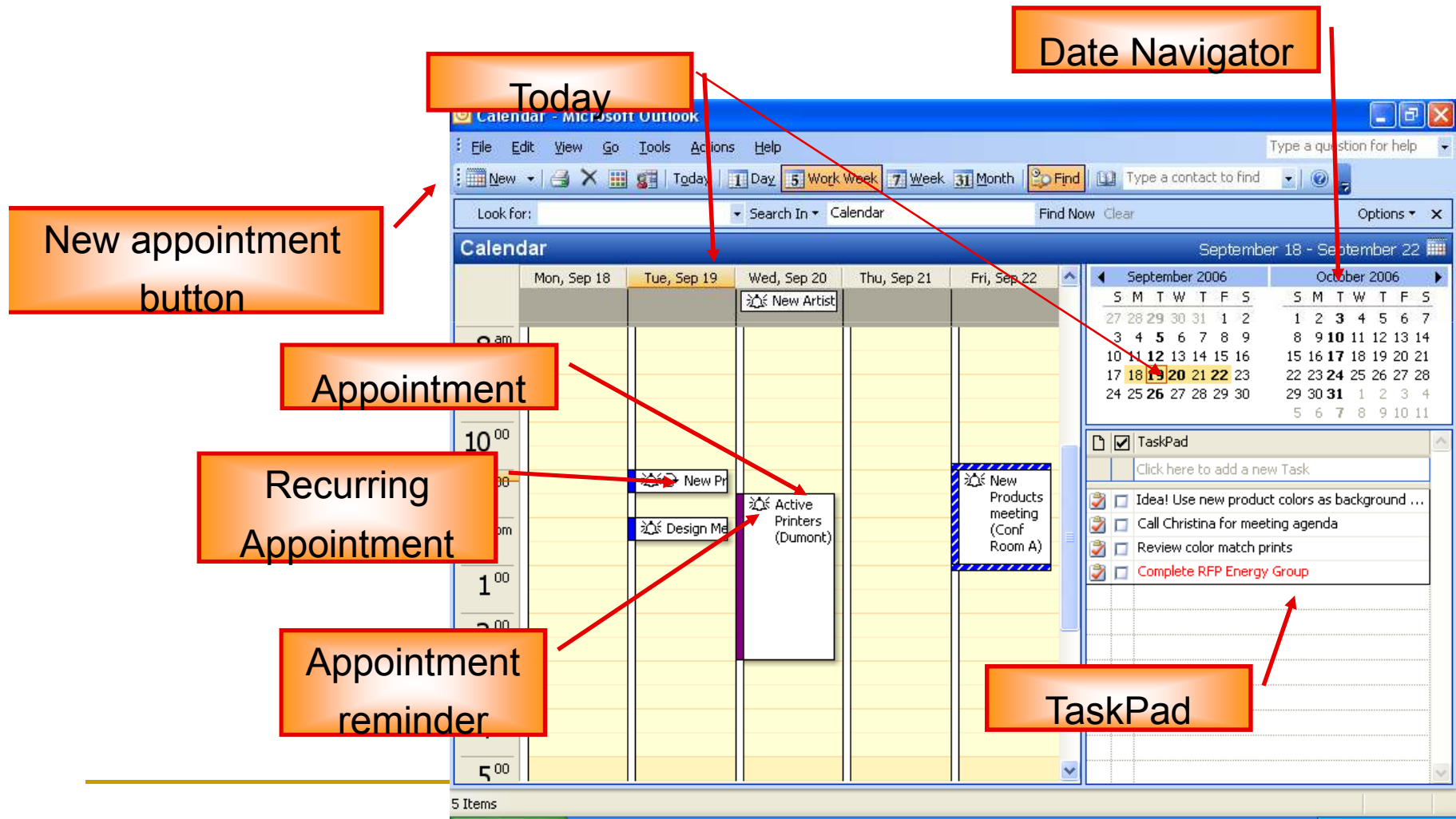
SCHEDULING APPOINTMENTS

1. In the Navigation Pane, click the **Calendar** icon. The calendar appears, showing today's schedule.
2. In the **Date Navigator**, click the date for the appointment.
3. Double-click a time slot. A new appointment form appears.
4. In the **Subject** box, type its purpose and press **Tab**.
5. In the **Location** box, type its location.
6. Click the down arrow to the right of the second **End time** box to specify the ending time.
7. If necessary select the **Reminder** check box to specify the time when you want to be reminded.
8. Click the **Save and Close** button.

OUT: PRACTICE #4

1. Schedule an appointment with your physician.
2. Enter a date, time (both start and ending) and location of the appointment.
3. Set a reminder for 1 hour before the scheduled time.
4. Save your appointment.

MANAGING YOUR APPOINTMENTS AND MEETINGS



MANAGING YOUR APPOINTMENTS AND MEETINGS

The screenshot displays the 'Appointment' window for a meeting titled 'Meeting with logo team'. The window includes a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with buttons for 'Save and Close', 'Recurrence...', and 'Invite Attendees'. The 'Appointment' tab is active, showing a 'Conflicts with another appointment on your Calendar.' message. The 'Subject' is 'Meeting with logo team' and the 'Location' is 'MedaLoft-Rumpus Room'. The 'Start time' is 'Fri 9/22/2006 11:00 AM' and the 'End time' is 'Fri 9/22/2006 1:00 PM'. The 'All day event' checkbox is unchecked. The 'Reminder' is set to '15 minutes'. The 'Show time as' dropdown is set to 'Busy'. A 'Label' dropdown menu is open, showing options: None, Important, Business, Personal, Vacation, Must Attend, Travel Required, Needs Preparation, Birthday, Anniversary, and Phone Call. The appointment description is 'Bring color match prints. Set up conference call with outside vendor.' At the bottom, the 'Contacts...' dropdown shows 'Alice Wegman', and the 'Categories...' dropdown is set to 'Ideas'. The 'Private' checkbox is unchecked.

Annotations with red arrows point to the following elements:

- Show as busy in Calendar**: Points to the 'Show time as' dropdown menu.
- Color coding label options**: Points to the 'Label' dropdown menu.
- Assigned category**: Points to the 'Categories...' dropdown menu.
- Linked contact**: Points to the 'Contacts...' dropdown menu.

SCHEDULING MEETINGS

1. In the Navigation Pane, click the **Calendar** icon. The calendar appears, showing today's schedule.
2. In the **Date Navigator**, click the date for the appointment.
3. On the **Actions** menu, click **Plan a Meeting**. The Plan a Meeting form appears, listing you as the only attendee.
4. Click the **Add Others** button.
5. In the drop-down list, click **Add from Address Book**. The Select Attendees and Resources dialog box appears, with your name in the Required box.
6. Click the down arrow to the right of **Show Names from the** box and then click **Contacts**.
7. Select a contact from the list.
8. Click the **Required** or **Optional** button to determine if the attended is required to attend or not.

SCHEDULING MEETINGS

(CONT.)

9. Use the horizontal scroll bar in the **Free/Busy** area to view attendee availability for the selected date. This area shows whether attendees are free or not.
10. In the **Free/Busy** area, click on a time to select it.
11. In the **Free/Busy** area, click the red bar on the right edge of the selected meeting time, and drag it to the ending time.
12. Click the **Make Meeting** button. A new untitled meeting form appears with the attendees and meeting time info already set.
13. In the **Subject** box, type the purpose of the meeting.
14. In the **Location** box, type the proper location for the meeting.
15. Select the **Reminder** check box, if necessary.
16. On the toolbar, click the **Send** button. The meeting request is sent.
17. In the Plan a Meeting button, click the **Close** button.

OUT: PRACTICE #5

1. Create a meeting and add the contacts from your distribution list.
2. All selected individuals are required to attend.
3. Set the meeting for two days after today, at 3:00pm in the main conference room.
4. Send the meeting request.